

CONFIDENTIAL

23 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Calculations of Reductions on Reports

A&RC #1 - Form 142

Discontinue [REDACTED] Section of Report A&RC #1.
[REDACTED] spends $\frac{1}{2}$ hour per day on Report.

Form 142 shows on line 1

GS-7 4.80 2 hours 280 times a year = 2,688.00

Therefore we remove $\frac{1}{2}$ hour 280 times = 140 hours.

140 hours X \$4.80 = \$672.00 reduction in cost

RAB #7 - Form 142 reports cost of \$7,200 a year, or

$$\frac{1800}{4) 7200} = \underline{\$1,800} \text{ per quarter.}$$

Eliminate one quarterly report per year.
Hazel estimates distribution time to be 5 manhours
per report ($2\frac{1}{2}$ per person).

RAB #9 - Form 142 reports total cost of \$17,484.86 at .05%
= 874.2430

Reduce by 5% = \$874.24 reduction.

Total manhours Agencywide once a year = 2,333

Reduce by 5% = 116 manhours.

GRAND TOTAL REDUCTIONS

Total Money
874
1,800
672
3,346

Total Manhours
116
.5
140
261

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

Approved For Release 2001/11/01 : CIA-RDP74-00390R000300140005-5

MEMORANDUM FOR: Chief Support Services Staff, DDS

SUBJECT : Reports Inventory

Attached are Support Services Staff Reports Inventory forms,
as follows:

A. Component	Manual Reports	Manual/Ma- chine Processed	Manual Cost	Machine Cost
DDS/SSS/OC ✓	1	1	\$ 2,145.28	\$ 2.40
DDS/IPC ✓	2	6	1,353.60	315.00
SSS/RAB	7	3	20,890.40	7,256.52
SSS/RAB/A&RC	5	0	8,098.66	
SSS/RCB	1	0	39.90	
SUBTOTALS	16	10	\$32,527.84	\$7,573.92

B. Component	No. Reports	Manual/Machine Cost
DDS/SSS/OC ✓	2	\$ 2,147.68
DDS/IPC	8	1,668.60
SSS/RAB	10	28,146.92
SSS/RAB/A&RC	5	8,098.66
SSS/RCB	1	39.90
TOTALS	26	\$40,101.76

672
1,800
874
RAIS Cost Eliminated 25X1A
3,346.58

Administrative Officer
Support Services Staff

Attachment

Approved For Release 2001/11/01 : CIA-RDP74-00390R000300140005-5